

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT**

CONTRACT NO.:

CAPTION: Records Maintenance and Retention

PROPOSED CONTRACTOR: Iron Mountain

PROGRAM AGENCY: Department of Health Care Finance

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304 and 1700

2. MINIMUM NEED:

The District of Columbia's Department of Health Care Finance (DHCF) has a continued need for storage and destruction of documents.

3. ESTIMATED REASONABLE PRICE:

The total cost for continuing storage of the records for ten months, destruction of pathology blocks and slides and to close the account is \$73,730.00. This cost is based on current rate for records storage at this facility in the amount of \$5,127.00 per month and destruction of documents.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

DHCF has stored certain records documents at Iron Mountain's facility for the last eight (8) years. The District is in the process of withdrawing all its records from Iron Mountain facility and plans to complete this project by the close of FY 2013. Until DHCF completes this project, Iron Mountain will continue to charge storage and destruction of documents fees. DHCF cannot remove all its remaining records at once because they do not yet have the space to store all these records themselves.

5. CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete.

Date

Wayne Turnage, Director
Department of Health Care Finance

6. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

O'Linda A. Fuller, MBA, CASA
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 404 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.04 Sec 404 (a)(b)(c) DCMR 1700, D.C. Law). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

James D. Staton, Jr.
Chief Procurement Officer